

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any those bodies will be taken)

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers, 140 Main Street, Menasha
September 17, 2007

6:30 PM

AGENDA

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I. CALL TO ORDER

A. -

II. ROLL CALL/EXCUSED ABSENCES

A. -

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. September 4, 2007

☐

[Attachments](#)

IV. DISCUSSION

A. Street Use Application - Menasha High School Homecoming Parade; Friday, October 5, 2007; 5:30 PM - 6:16 PM

☐

[Attachments](#)

B. Request to Remove Street Lights in Front of 175 Main Street (Held)

☐

[Attachments](#)

C. Concern Regarding Drainageway at 2140 Grassy Plains Drive (Held)

☐

[Attachments](#)

D. Authorization to Execute Amendment to WisDOT Agreement for Appleton Road North of Ninth Street

☐

[Attachments](#)

V. ADJOURNMENT

A. -

"Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's Office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made."

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers, 140 Main Street, Menasha
September 4, 2007
MINUTES

I. CALL TO ORDER

- A. Meeting called to order by Chairman Pack at 7:03 p.m

II. ROLL CALL/EXCUSED ABSENCES

- A. PRESENT: Ald. Taylor, Wisneski, Pack, Eckstein, Michalkiewicz, Chase, Merkes.
EXCUSED: Ald. Hendricks
ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, DPW Radtke, C/T Stoffel,
AP Beckendorf, Clerk Galeazzi and the Press.

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

- A. **August 20, 2007**

Moved by Ald. Michalkiewicz, seconded by Ald. Wisneski to approve minutes.
Motion carried on voice vote.

IV. DISCUSSION

- A. **Request to Remove Street Lights in Front of 175 Main Street (Tabled) (Ald. Pack)**

Moved by Ald. Pack, seconded by Ald. Chase to remove from the table the request to remove street light in front of 175 Main Street.
Motion carried on voice vote.

DPW Radtke distributed a letter from Chris Donner, owner of the Vault Lounge at 175 Main Street explaining their reason for requesting the street light be moved just a few feet down from it's current spot. Currently it is located directly in front of the main entrance to the restaurant. Moving the light a few feet to the west would still supply ambient light in that area. The light could be placed where a tree was recently blown over during a storm. The cost would be between \$500-\$1,000. The current owner of the building had agreed to pay the cost to move the light. Discussion ensued notify the owner of the other building that the light would be in front of for his opinion.

Moved by Ald. Merkes, seconded by Ald. Wisneski to hold.
Motion carried on roll call 6-1. Ald. Eckstein – no.

- B. **Change Order - CD Smith Construction, Inc. Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; ADD: \$8,397.00 (Change Order No. 10)**
No Questions or Discussion

- C. **Concern Regarding Drainageway at 2140 Grassy Plains Drive**

Ald. Chase has talked with the property owner and he is requesting this be held until next meeting for him to gather more information.

Moved by Ald. Chase, seconded by Ald. Taylor to hold.

D. Update on Request to Enclose Open Drainage Area at 2160 Manitowoc Road.

DPW Radtke explained staff can cover the culvert area and only have the manhole cover showing for a cost of approximately \$750.

E. Consideration of Sidewalk Construction Along Midway Road (Ald. Wisneski)

Ald. Wisneski explained residents in this area have concerns about walking in an asphalt trail. They are requesting a concrete sidewalk. The current 5 foot asphalt trail is uneven and hard to walk on.

DPW Radtke explained installing an 8 foot asphalt trail would not be uneven. They would be using a paver. Most of the walk/trail would not have heavy traffic, so the lifecycle of an asphalt trail would be longer than average. The project can be special assessed against property owners.

Discussion ensued on asphalt versus concrete on cost and lifecycle and directing staff to include sidewalks for this area in the 2008 budget.

V. ADJOURNMENT

- A. Moved by Ald. Taylor, seconded by Ald. Eckstein to adjourn at 7:35 p.m**
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk



City of Menasha • Department of Public Works

STREET USE APPLICATION

Sponsored by: Menasha High School
 Responsible Person: Gene Spindler
 Address: 420 7th Street
Meni WI 54952
 Phone: 920-967-1808

Street Use Date: Oct. 5
 Start Time: 5:30
 End Time: 10:15
 Number of Units: 20

Street Route: (Attach Map)
 Description of Use

Start in Parking lot at H.S. Move east on
8th across Racine. North on Warsaw to
9th. East on 9th to Appleton St. North
on Appleton into Calder stadium.

LIABILITY INSURANCE HAS BEEN SECURED IN THE AMOUNT OF \$ 5,000,000.00 WITH
THE CITY OF MENASHA NAMED AS ADDITIONAL INSURED.

Insurance Company Principal Insurance Mangers, Inc. Policy No. SL2221302
 (Attached is a copy of the Insurance certificate). Sent to Brian Turgate

NOTE TO EVENTS PLANNING TO USE CITY PARKS AND/OR GREENSPACE: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

DATE 9/5/07 APPLICANT'S SIGNATURE: Gene R Spindler

TO BE COMPLETED BY CITY STAFF

SCHEDULED PARK & RECREATION BOARD REVIEW DATE: _____

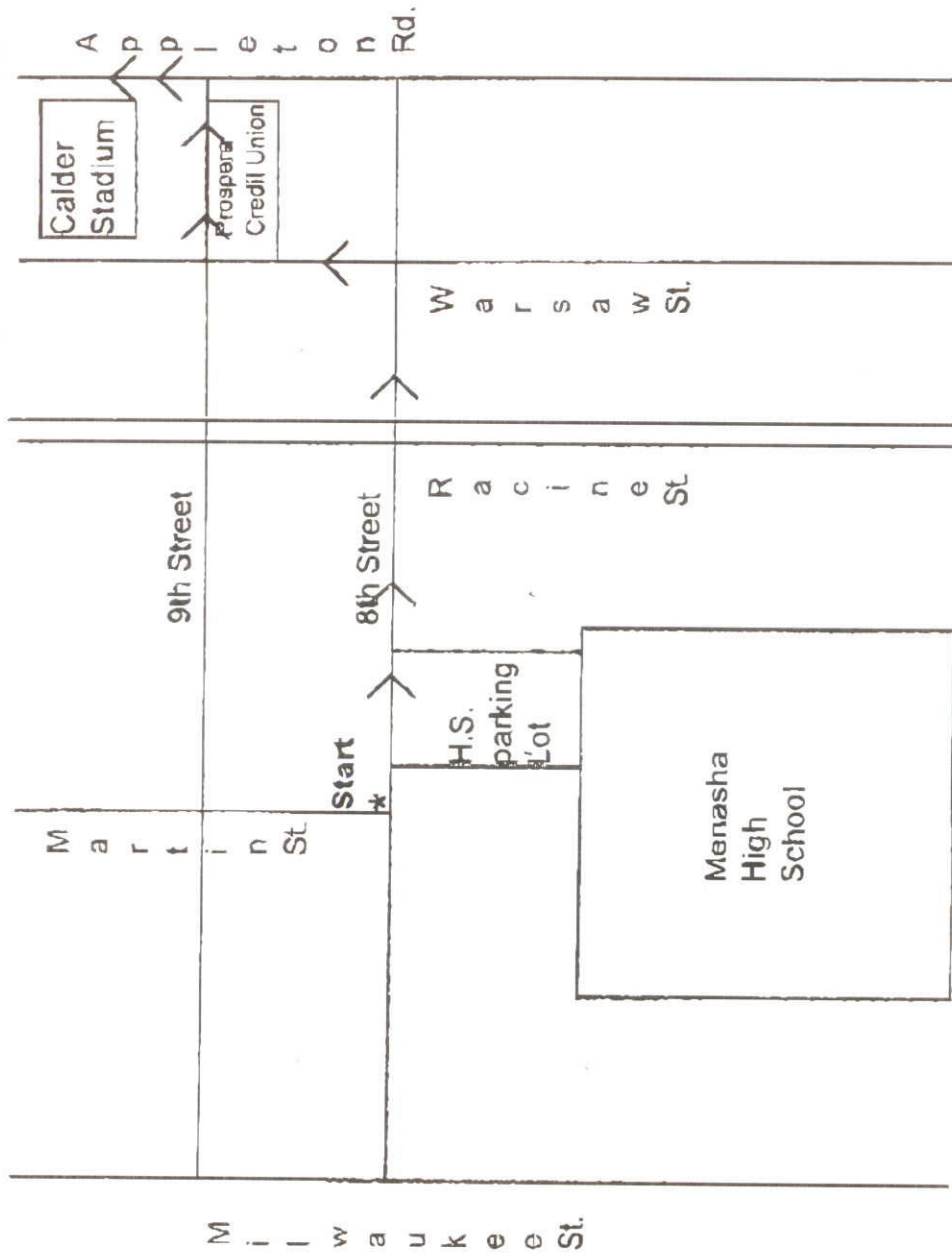
NOT REQUIRED: _____ APPROVED: _____ DENIED: _____

SCHEDULED COMMON COUNCIL REVIEW DATE: 9/17/07

APPROVED: _____ DENIED: _____

APPROVAL:

Police Dept. [Signature] Fire Dept. LWV Public Works Dept. _____ City Attorney JSS



HOMEcomings PARADE DIRECTIONS

PARADE STARTS AT 5:30 P.M.

- *Start at the corner of Martin St. and 8th St. (By the H.S. Parking Lot).
- *Cross over Racine St.
- *Turn left on Warsaw St.
- *Turn right on 9th St. (By Prospera Credit Union)
- *Turn left on Appleton Rd.
- *This road leads into Calder Stadium.



Memorandum

DATE: August 2, 2007

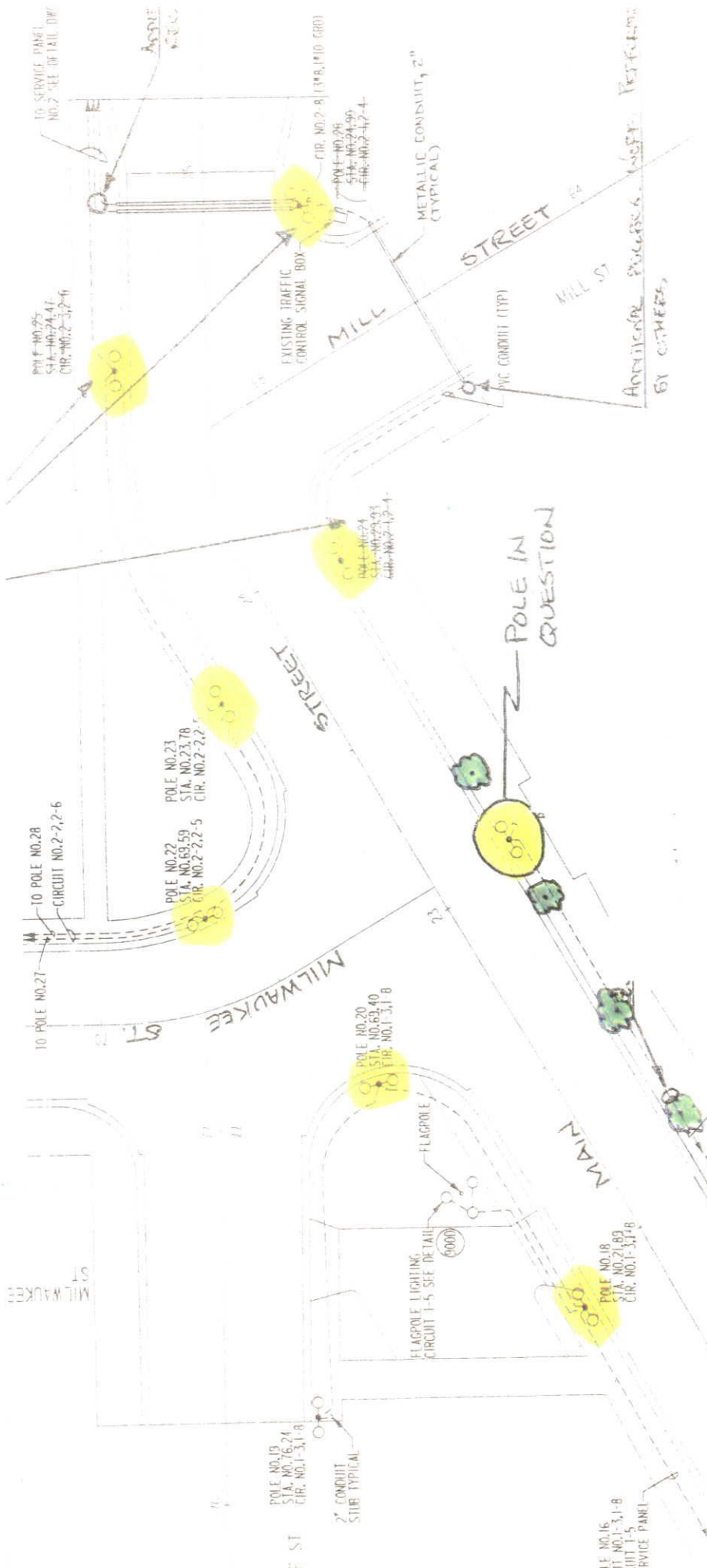
TO: City of Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works

RE: Request to Remove Street Light in Front of 175 Main Street

Attached is a drawing indicating the locations of existing street lights in the vicinity of the Vault Lounge. The request is to remove the street light pole in front of the entrance to the restaurant. Street light design stresses the importance of lighting intersections due to the higher number of traffic and traffic/pedestrian conflict points.

If the pole in question is removed, you can see from the drawing there will be a significant gap in lighting along the south side of Main Street. There will be ambient light from the remaining street lights, but the lighting will not be uniform in this area. My recommendation is to remove the two light fixtures on a trial basis with the pole remaining intact and evaluate the light levels at that time. A final decision could be made subsequent to the trial removal of the light fixtures.



EXISTING TREE LOCATIONS

James Olsen
175 Main Street
Menasha, WI 54952

Friday, July 13, 2007

Mayor Joe Laux
City Of Menasha
140 Main Street
Menasha, WI 54952

To: Common Council
Fr: Mayor
Mark, please place
on the next public
works agenda. Thanks.

RE: Street Light in Front of 175 Main Street - Old 1st National Bank Buildings

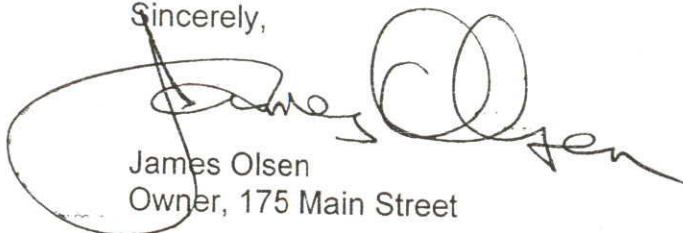
Dear Mayor Laux:

In the context of the city's review of appropriate street lights, I would ask you to consider the removal of the light in front of 175 Main Street. It appears to have been placed in uniform spacing from west to east, with a much shorter span to the next double one east at the south west corner of Main Street and Mill Street.

The light is off center of the very symmetrical and historically significant 1917 facade of the old bank. It both detracts aesthetically from this important structure, and impedes the sense of entry in to the building. In addition, there are two double lights, one on each side of the Milwaukee Street corner, just across from this one, to the north and a third double, in front of the fountain, within 40 feet or so of the corner light. This means that there are 5 double street lights within a radius of 30-40 feet, surrounding the intersection of Milwaukee Street and Main Street.

I believe that removal of one would not impede vision or safety, save the city maintenance and operations expense, and greatly improve the look and function of 175 Main Street. Please consider this request when you can with the appropriate city agencies.

Sincerely,



James Olsen
Owner, 175 Main Street

Cc: Greg Kiel
Mark Radtke



Memorandum

DATE: August 30, 2007

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works

RE: Concern regarding Drainageway at 2140 Grassy Plains Drive

At a previous Board meeting, the resident at 2140 Grassy Plains Drive, Mr. Michael Larsen, has requested the City to consider enclosing the open drainageway located along the west side of his property. His reason for this request is to eliminate the steep slopes which exist along this stretch, especially in the vicinity of his house.

The City has a 30 foot drainage easement along this corridor. It is open drainage from the end of a storm pipe on the north to the storm pipe crossing beneath Grassy Plains Drive, a distance of approximately 200 feet. Except for the northerly 35 feet, the entire drainageway is located on Mr. Larsen's property. The open drainageway continues flowing southerly through this subdivision and Southfield subdivision before discharging into a wetlands area south of Southfield Subdivision.

To enclose the 200 foot section of drainageway north of Grassy Plains Drive would cost approximately \$17,500 to \$25,000 depending on the type of pipe installed, with the lower estimate for corrugated metal pipe and the higher estimate for concrete pipe. Concrete pipe has approximately double the life of the metal pipe.

If the Council decides to enclose this section of drainageway, I believe there would be future requests from homeowners abutting the downstream segments of this drainageway to enclose those sections as well. The total estimated cost for the sections south of Grassy Plains Drive is \$150,000 to \$225,000, depending on pipe material. It is also important to realize that new stormwater standards require municipalities to reduce the amount of suspended solids entering waters of the state. Credit is given for stormwater conveyed in open drainageways because of the sediment filtering characteristics of an open drainageway.

Based on the above factors, I recommend the City not enclose this drainageway. We could consider lining these sections of drainageway with rip rap, which would stabilize the side slopes and reduce erosion, at a much more reasonable cost (approximately \$25,000 for the entire length). Eventually vegetation would establish itself through the rip rap material, presenting a more aesthetically pleasing corridor.

C: Mayor Laux

M:\word\BPW memo re drainage 2140 Grassy Plain 8-30-07.doc



Division of Transportation
System Development
Northeast Regional Office
944 Vanderperren Way
PO Box 28080
Green Bay, WI 54324-0080

Jim Doyle, Governor
Frank J. Busalacchi, Secretary
Internet web site: www.dot.wisconsin.gov

Telephone: (920)492-5623
Facsimile (FAX): (920)492-7707
E-mail: greenbay.dtd@dot.state.wi.us

August 30, 2007

MARK RADTKE
DIRECTOR OF PUBLIC WORKS
140 MAIN STREET
MENASHA WI 54952-3190

Project 4660-07-00/71
Appleton Road, City of Menasha
9th Street – North County Line
STH 47
Winnebago County

Attached are three copies of the revised State/Municipal Agreement for design and construction costs on the above project.

This project requires no local funding except for the non-participating item of adjusting sanitary manholes. The revision within the agreement was made to credit the City of Menasha for work done at the STH 47 and 9th Street intersection to repair traffic signal loops. The City had Beck Electric perform the repairs, and the total cost of the work was \$620. This amount is included as a credit within the agreement under the City's category of the construction contract.

We ask you to approve the updated agreements by signing and returning two copies of each agreement to our office by September 28, 2007. You may keep the third copy of each agreement for your files. If you have any questions, please contact me at 920-492-5708.

Sincerely,

A handwritten signature in blue ink that reads "William R. Bertrand".

William R. Bertrand, P.E.
Project Manager

Attach.

**REVISED
STATE / MUNICIPAL AGREEMENT
FOR A
HIGHWAY IMPROVEMENT PROJECT
(SISTER)**

DATE: August 29, 2007
I.D.: 4660-07-00/71
HIGHWAY: STH 47 **LENGTH:** 2.27 Miles
LIMITS: Appleton Rd, City of Menasha
 9th Street – North County Line
COUNTY: Winnebago
FILE: 06-14

The signatory City of Menasha hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility (describe and give reason for request): The existing pavement consists of a 44-foot wide urban concrete pavement with an asphalt overlay from 9th Street to Airport Road; a 5-lane, rural section, concrete pavement with an asphalt overlay from Airport Road to CTH AP (Midway Road); and a 5-lane, urban section, concrete pavement with a asphalt overlay from Valley Road to the north county line.

The existing pavement shows deterioration. There is severe non-structural cracking and joint deterioration in the section of PCC without dowels. There is moderate surface raveling in the asphalt overlay portion and slab break up in the joint reinforced concrete pavement section of the project.

Proposed Improvement (nature of work): The proposed improvements include milling, joint repair, concrete pavement rubbilizing, asphaltic concrete resurfacing and installation of traffic detector loops.

Describe non-participating work included in the project contract: Adjustment of sanitary manholes.

Describe other work necessary to finish the project completely which will be undertaken independently by the Municipality:
 N/A

PHASE	Total Estimated Cost	ESTIMATED COST				
		Federal / State Funds	%	Municipal Funds		%
				Town of Menasha	City of Menasha	
Preliminary Engineering: Plan Development	\$160,000	\$ 160,000	100	\$ 0	\$ 0	0
Construction: (Category 0010) Participating	\$ 1,010,000	\$ 1,010,000	100	\$ 0	\$ 0	0
Construction(Non-Participating): (Category 0020) Town of Menasha	\$ 5200	\$ 0	0	\$ 5200	\$ 0	100
(Category 0030) City of Menasha	\$ 1350	\$ 620 *	LS	\$ 0	\$ 730	100
TOTAL COST DISTRIBUTION:	\$ 1,176,550	\$ 1,170,620	100	\$ 5200	\$ 730	

* Reflects amount of lump sum credit for work done to repair traffic signal loops at intersection of STH 47 and 9th Street.

This request is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such a request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

Signed for and in behalf of _____
Municipality

Name Title Date

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which, exceed Federal/State financing commitments or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
 - a) The grading, base, pavement, and curb and gutter.
 - b) Catch basins and inlets for surface water drainage of the improvement with connections to the storm sewer main.
 - c) Construction engineering incidental to inspection and supervision of actual construction work.
 - d) Signing and pavement marking including detour routes.
 - e) Preliminary engineering and State review services.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - b) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - c) Conditioning, if required, and maintenance of detour routes.
 - d) Repair damages to roads or streets cause by reason of their use in hauling materials incidental to the improvement.

5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal / State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal / State participation.
8. The Municipality will at its own cost and expense:
 - a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements in a manner satisfactory to the State and will make ample provision for such maintenance each year.
 - b) Prohibit angle parking.
 - c) Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
 - d) Use the WisDOT Utility Accommodation Policy unless it adopts a policy, which has equal or more restrictive controls.
 - e) The maintenance of features outside the traveled way within a city, village, or urban-section township, including but not limited to the parking lanes, curb and gutter, sidewalks, sidewalks on bridges, multi-purpose paths, drainage facilities (including storm sewers, etc.) and snow removal from parking lanes, sidewalks, and sidewalks on bridges, is the responsibility of the municipality, except where an existing state and/or municipal agreement states otherwise.
9. Basis for Local Participation:

Construction - Category 0030: Non-participating cost for City of Menasha is for adjusting sanitary manholes. The City of Menasha will receive a \$620 lump sum credit within this category for work done to repair traffic signal loops at the intersection of STH 47 (Appleton Road) and 9th Street.